## **BEACON Dashboard for Personnel Administration**



Enter



New SAP session



SAP menu



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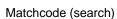
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Inbox Workflow

## **Transaction codes**

PA10 - Display Personnel File

PA20 - Display HR Master Data

PA30 - Maintain HR Master Data

**ZPAA076** – Initiate Workflow

**PPOSE** – View Position Vacancy

PO13 – View Position

PC00\_M02\_LINF0 - Display a range of infotypes

## Shortcuts

/nxxxx. Use /n and the transaction code (/nPA20) to move from one transaction to another without returning to the Easy Access screen. Caution! When entering data, the system does not prompt to Save.

**=n.xxxx**. Use **=**n. (equals, n, and a dot) and the employee's last name in the Personnel No. field to search for an employee by last name. Example: **=**n.Hendrix

Create favorites. From the menu, select Favorites > Insert Transaction.

